



VP ENVIRONMENT, HEALTH & SAFETY

Congratulations on being elected to fill an important executive position in your JA Company. This handbook describes your duties and responsibilities. Also be sure to read your Student Workbook as it provides general information you will need to know about the operations of a JA Company.

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1. Responsibilities

As the VP of Environment, Health & Safety, you will monitor and ensure that your company establishes a safe environment for all members. As well, you will be responsible for environmental concerns for the company. You will be responsible for establishing the environment and safety plan for the company, ensuring your members approve it, and implementing the plan.

A. Safety

You are responsible for safety in the workplace. Help everyone develop safety skills. Watch for unsafe behavior and correct unsafe conditions. For more safety rules, please see Appendix A in this pamphlet.

Here are a few hints:

- Keep all company members aware of the importance of safe work habits. Make certain that proper safety precautions are being followed and that there are no unsafe behaviours or procedures that might result in an accident.
- Inspect machinery weekly
- Discourage horseplay at all times
- Ensure protective equipment is in good working condition
- Know evacuation plan for emergency
- Set a good example!

Eliminating Safety Hazards

Inspect the work area before and after each meeting to identify any hazards. Unsafe conditions require immediate attention. Often you will be able to eliminate the hazard yourself. Other times, you may require the assistance of an advisor or staff member.

Establish a Safety Program.

Safe working conditions are extremely important in any company. Not only should you be concerned about the safety and welfare of the company members, but you should also realize that safety is "good business". Unsafe conditions cause injuries, reduce productivity, and result in damaged goods.

B. Environmental Concerns

In addition to safety, you are responsible for environmental awareness within the company. Ensure that your company members know where the recycling bin is and what parts of your raw material should be recycled.

- In order to alert members on where recycling should take place, you need to find out where the bins are located. Check with your advisors.
- Check to see if you can use biodegradable products or if you can use them
- Find ways to reduce garbage
- Cost savings are directly associated with the efficient use of materials
- Again, set a good example!

C. Health

In all working environments there is always a risk of spreading germs. Ensure that your working environment is clean and hygienic. Reduce the chances of germs spreading and transmitting them from person to person. Be aware of members that have medical concerns

D. Record Keeping, Reports and Reporting Responsibilities

All officers of the company are responsible for the accuracy of the records relating to their department. They update their records each week by filling out the necessary paperwork.

The Vice President of Environment, Health & Safety will track any health and safety incidents that occur.

You must update the VP of HR on these incidents and file it with them.

Worksheets

Weekly Safety Record – (weekly)

Safety Hazard Report - to be filled out in the event of an accident (optional)

Safety Qualification Record - record of members qualified to operate specific tools (optional)

Accident Analysis Form – (optional)

Maintain safety records and make reports.

Present reports on the progress of the safety plan at Board of Directors and other company meetings.

Maintain safety records and make reports as required by the JA Office.

Provide information to the Annual report team as requested.

E. Liquidation And Annual Report Responsibilities

This handbook includes a listing of liquidation and Annual Report activities for which you are responsible. For the most part, these involve keeping a close watch on your department's operating responsibilities, keeping your records up to date and providing reports as needed.

The Liquidation Report will be distributed by JA in February.

2. General Responsibilities

A. Leadership

You have been selected to be a leader in your JA Company. Even if you do not believe that you have all of the skills of experienced or famous leaders, you can still be very effective! Few natural leaders actually exist; in fact, most people must learn the necessary skills.

You are required to set an example for the other company members to follow.

A good leader is one that can maximize people's potential within their organization. This is done through encouragement, setting goals, and providing direction for the organization.

Leadership is the ability to help a group achieve its objectives. Learning to be an effective leader will be important to your success as a JA Company officer. You will have many opportunities to work with other officers and company members to develop your leadership skills.

Here are a few helpful hints you can use in your company.

1. **Demonstrate a positive attitude!** Treat all people with respect. Be friendly and sincere. "Bossing" people is not leading!
2. **Be enthusiastic!** A positive and optimistic attitude will help you gain members' respect. Be the first to arrive and the last to leave always ready to lend a willing hand. A 100% attendance record and being tops in sales will also help considerably.
3. **Make people feel important and appreciated!** Each member must feel free to contribute ideas to the company's success. Make each member feel wanted and needed. Listen to suggestions. Acknowledge good performance.
4. **Ask for and listen to advice.** Ask the individuals most affected by a problem for advice. For example, the production staff probably knows the best way to eliminate bottlenecks and the top sales people can describe the most effective sales presentations.
5. **Be goal oriented.** Work with officers to establish goals and how to accomplish them. Use the word "we" instead of "I". Be sure that members have the information that they need to perform the job well. Develop written objectives and a timetable to accomplish them. Expect progress. Have your staff report progress toward their objectives at officer, company, and Board meetings. Stress the importance of attaining company goals. Support company members in their projects and give credit as well as except blame.
6. **Be courteous.** Finally and most importantly, be courteous. The key to a successful leader is really quite simple: treat others, as you would like to be treated. Don't ask someone to do something that you would not be willing to do. Be tactful when giving directives. Ask don't order!

B. Responsibility to the other officers

You will work closely with the other officers to set goals and monitor company progress. Assist and advise your fellow officers. Also, listen to their advice and guidance. Confer with the other officers before recommending a change in procedure of policy. Teamwork is essential!

As a company officer, you should be aware of each officer's basic duties and responsibilities. You will learn more about their specific duties by referring to your company manual. As well, you can

also help the other officers by ensuring that their records and information are accurate by holding a periodical audit.

C. Responsibility to the company

A Company officer needs a general understanding of all aspects of the company's operations. By being aware of the challenges facing each department, you will help your company meet its objectives. Don't avoid problem situations. Work with the advisors, other officers, and the people involved to resolve problems.

D. Responsibility to shareholders

The shareholders have invested their money into the company and their investment must be treated with respect. People have trusted you with their money and expect it to be returned with a dividend. Use their money wisely!

E. Responsibility to advisors

The advisors who assist you are valuable volunteers. Their company has an investment in the JA Company Program and they want to see you gain as much from the experience as possible. Treat them with the utmost of respect!

3. Management Team Meetings

Each company will decide when and if they require management team meetings. It is our suggestion that the management team meets on a weekly basis for approximately a half hour. The team will review the current status of the company and discuss any problems and concerns, review goals for the period and establish goals for the evening. As a team you will plan the strategy for success in your company.

4. Awards

This competition recognizes the total accomplishments of the JA Company as a business in terms of JA objectives, standard JA procedures, and sound business practices. The VP of Human Resources should work with all Company members toward the attainment of this high award.

Award: Leadership in Environment, Health & Safety

Management team members will be nominated by their advisors to be eligible for a chance to win a scholarship to CANJAC, the Canadian Junior Achievement Conference.

Qualifying companies can also apply for the Company of the Year Award. The company that wins this award in Toronto is then entered into a national competition for judging the Company of the Year for Canada. The winner is announced at our national conference, CANJAC.

5. Appendix

A. SAFETY RULES FOR EVERYONE

These rules have been prepared and reprinted for JA Safety Directors and approved by Junior Achievement of Canada.

Eye Protection:

- Wear impact resistant goggles or safety spectacle if there is any danger from flying objects such as rivets, nail heads, glass, or wood
- Wear cup-type or side shield type goggles or face fitting shields to protect against dust and small flying particles which might come in from the sides
- Wear cup-type or side shield type goggles or face fitting shields to protect against splashes from molten metal, hot liquids, and chemicals
- Wear cup goggles or eye shields with tinted lenses to protect against the glare from gas welding, glass forming, or furnace work
- Wear helmets with special filter lenses to protect against injurious radiation from electric welding
- Follow instructions, rules, and signs regarding eye protection

Portable Electric Tools:

- Use only equipment that is in good condition and take care of it.
- Be sure that the tool is grounded with at 3-prong plug or special ground wire.
- Report the following unsafe conditions:
 - Defective cords
 - Improper or poorly made connections
 - Broken or defective plug
 - Loose or broken switch
- Do not overstrain the tool, thus overloading the motor, sharp drills will cut easier.
- Never use a portable electric tool in the presence of flammable liquids, vapors, dusts, or gases
- Wear protective eyewear while using drills, sanders, buffers, or other tools that throw off sparks or flying particles
- Place heated tools such as soldering irons and etching irons in a fire-safe place or holder.
- The use of power tools must be approved by JA Staff

Scissors and Shears

- Place scissors in drawer or holder with points away from you so that you won't be injured reaching for them
- Pass scissors with handles first, blades together. Never toss them!
- Unless you need shears with sharp points, use rounded ones
- Wear eye protection when using tin snips or metal cutting shears

"Exacto Knives"

- Use sharp blade for easier and safer cutting
- Use the right size knife for the job
- Do not use the knife as a rake, fork pry, or hook
- Lay the knife down in the clear- blade away from body to reduce the chance of injury when reaching for it
- Keep knives in toolbox and blade retracted when not in use.
- Never try to catch a falling knife
- Cut away from your body, arm and hand, hold the knife firmly
- Use knives as instructed. No horse playing. Do not distract others and do not allow them to distract you.